Moving Expense

<div style="float:right">

PA30

</div>

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
1/8/07	Lesa Terry	Initial Draft

State of Washington HRMS

File name: **Version:** SME Approved Script   SAP Parent
MOVING_EXPENSE.DOC   **Last Modified:** 1/12/2007 8:44:00 AM   Page 1 / 7
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Purpose

Use this procedure to record the amount of a qualified (non-taxable) moving expense for reporting on the W-2 only. Nothing is deducted or given to the employee in HRMS using this procedure.

Trigger

Perform this procedure when an employee has had qualified (non-taxable) moving expenses in the year which should be reported in Box 12P on the W-2.

Prerequisites

None

Menu Path

Human Resources → Personnel Management → Administration → HR Master Data →Maintain

Transaction Code

PA30

Helpful Hints

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error ![error icon]	**Example**: ![icon] Make an entry in all required fields. **Action**: Fix the problem(s) and then click ![icon] (Enter) to proceed.
Warning ![warning icon]	**Example**: ![icon] Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. **Action**: If an action is required, perform the action. Otherwise, click ![icon] (Enter) to proceed.
Confirmation ![info icon] or ![check icon]	**Example**: ![icon] Save your entries. **Action**: Perform the required action to proceed.

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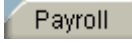| **File name:**	**Version:** SME Approved Script	SAP Parent
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Procedure

1.   Start the transaction using the menu path above or transaction code **PA30**.

Maintain HR Master Data

2.   Complete the following fields:

Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. **Example:** 6149

3.   Click (Enter) to validate the information.

4.   Click the tab to select.

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Maintain HR Master Data

5. Click the gray box to the left of to select.

6. Click (Create) to create a new record.

Create Additional Payments (0015)

7.   In the Wage type field, click (Matchcode) to open the selection list.

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Wage Types for Infotype "Additional Payments" (1) 249 Entries found

WT	Wage Type Long Text	Start Date	End Date
1292	Adj WSF Wrkd Hrs Period	01/01/1900	12/31/9999
1293	Adj SOW (no WSF) Hrs Per	01/01/1900	12/31/9999
1296	Adj WSF Probation Hrs	01/01/1900	12/31/9999
1400	Social Security Tx Gr Adj	01/01/1900	12/31/9999
1401	Medicare Tx Gr Adj	01/01/1900	12/31/9999
1500	1099R Non-Taxable wages	01/01/1900	12/31/9999
1501	1099R Taxable Wages	01/01/1900	12/31/9999
1510	1099R Total Distribution	01/01/1900	12/31/9999
1511	1099R EE Contribution	01/01/1900	12/31/9999
1512	Qualified Moving Expense	01/01/1900	12/31/9999
1621	Recruit/Retent Premium	01/01/1900	12/31/9999
2124	Life Insurance	01/01/1900	12/31/9999
2143	LTD	01/01/1900	12/31/9999
2241	Dependent Care-pretax	01/01/1900	12/31/9999
2242	Medical FSA-pretax	01/01/1990	12/31/9999
2243	Medical FSA PreTax(2007)	01/01/1990	12/31/9999
2256	Deferred Comp	01/01/1900	12/31/9999
2280	GCIU Local #767M Pension	01/01/1900	12/31/9999
2550	Health - ER Share	01/01/1900	12/31/9999

249 Entries found

8. Click `1512 Qualified Moving Expense    01/01/1900  12/31/9999` to select.

9. Click ✔ (Copy) to accept.

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Create Additional Payments (0015)

10. Complete the following fields:

Field Name	R/O/C	Description
Amount	R	The amount of the qualified moving expenses. **Example:** 350.00
Date of origin	R	The date the record is valid. Enter the last date of the pay period when creating this record. **Example:** 12/31/2007

11. Click (Enter) to validate the information.

12. Click (Save) to save.

13. You have completed this transaction.

Result

You have identified qualified (non-taxable) moving expenses for an employee.

Comments

None